

CHUGACH ELECTRIC ASSOCIATION, INC.
Anchorage, Alaska

Position Description

CAD/GIS Operator - Grade 8

I. Summary

Working under direct supervision, the CAD/GIS Operator performs CAD and/or GIS related duties and provides CAD and/or GIS support for all divisions. This position participates in special projects and assignments and with concurrence from the Manager, CAD/GIS Services Department, assists in the development of CAD and/or GIS skills for Record Drawing Technicians.

II. Reporting Relationships

- A. Reports to: Manager, CAD/GIS Services Department
- B. Directs: Record Drawing Technicians when assigned to special projects for which position is responsible.
- C. Trains: Record Drawing Technicians and/or other end users of Engineering Document Management (EDM), CAD and/or GIS applications.

III. Representative Duties

- A. Produces new and/or revises basic CAD related drawings working from notes, sketches, as-built drawings or verbal direction. Performs GIS tasks to create maps that are non-network specific (for example, creating Work Order polygons, editing pre-existing files, editing layouts of existing maps) from notes, sketches, drawings or verbal direction. Prints grid maps, sectionalizing maps and other existing maps.
- B. Operates a CAD and/or GIS workstation running CAD and/or GIS related software.
- C. Maintains proficiency in the operation of all related peripherals (i.e., digitizer, scanner, plotter, printer, etc.) and performs routine daily duties in regard to equipment maintenance as assigned, such as replacing toner, paper, etc.
- D. Provides periodic status reports of all CAD and/or GIS projects and activities.
- E. Assists in the development of CAD and/or GIS skills for Record Drawing Technicians within the Department.
- F. Performs Record Drawing Technician duties when assigned (see Grade 7 position description).

G. Performs other related duties and special projects as assigned.

IV. Relationships

A. Internal

1. Department Manager: Reports to, seeks direction from, provides assistance and feedback to, and exchanges information with, as required.
2. Other Department personnel: Receives direction from, works and exchanges information with, provides assistance and feedback to, when necessary.
3. All other personnel: Provides information and assistance to, as it relates to CAD and/or GIS applications.

B. External

1. Consulting Firms: With concurrence from the Department Manager, provides assistance to, exchanges information with, and occasionally receives work requests from representatives from external firms.
2. Other utilities and agencies: With concurrence from the Department Manager, provides assistance to and exchanges information with as it relates to CAD and/or GIS applications.

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Job Qualifications

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Education

A high school diploma or equivalent plus completion of twelve (12) total college semester credit hours in CAD and/or GIS is required.

Experience

Three (3) years of CAD and/or GIS experience is required.

Education/Experience Substitution

Additional work experience in CAD and/or GIS may be substituted for the required education; likewise, additional education in CAD and/or GIS may be substituted for the required work experience. For these purposes, one (1) year of experience is equivalent to six (6) college semester credit hours of education.

Knowledge/Skills/Abilities

CAD: Must have an understanding of mapping and electrical drafting disciplines, basic drafting standards and associated symbology. Knowledge of x-references; model space and paper space; layouts and viewports; and plan, elevation, and sectional views is required. Ability to produce new and/or edit existing basic CAD drawings and maps from notes, sketches or verbal direction is required.

GIS: Must have the ability to use GIS to generate facility maps for distribution, transmission and generation systems with pre-existing GIS software routines. Must also have the ability to use GIS to update and edit existing basic GIS databases, drawings and maps from notes, sketches or verbal direction.

CAD and/or GIS: Must have an understanding of related hardware/ software and their applications and the ability to proficiently and independently operate CAD and/or GIS software and hardware with all associated peripherals (for example: scanners, plotters, printers, etc.). Must be able to type 35 net words per minute.

Special Position Requirements

Valid Alaska driver's license is required.

Working Conditions

Work will be performed in a standard office environment with regularly scheduled working hours. Occasional travel to out-of-town sites to collect job-related information and update record drawing sets may be required.

Overtime might be required when workload and/or staffing levels necessitate.

Reviewed by: Dale D. Steuby
Manager, CAD/GIS Services Department

Date: 8-22-08

John E. Ludewicz
Vice President, Human Resources

Date: 8/22/08

Approved by: Classification Committee

Date: 8-22-08

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